



Shap Community Enterprise

Grant Making Policy

1. Purpose

1.1 This purpose of this policy is to set out the principles, criteria and processes that govern how Shap Community Enterprise makes grants.

1.2 A grant is defined as a financial award made by Shap Community Enterprise from its funds to support charitable activities, usually to registered charities, charitable community groups and Associations, but sometimes to other bodies.

2. Introduction

2.1 Shap Community Enterprise is a registered charity (number 700510) benefiting communities in the Civil Parishes of Shap and Shap Rural. It is governed by a board of trustees.

2.2 The trustees have two main routes to govern grant-making.

- **Grant-making criteria** which provide the public statement of the activities the trustees wish to support in furtherance of the Foundation's charitable objectives. The criteria also include those activities which they do not currently wish to support because the trustees do not consider them to be in line with the Foundation's purpose. The trustees accept that they will on some occasions make grants outside the published criteria but that in all such cases the activity supported will be charitable in law.
- **Grant-making processes** which set out in broad terms how decision making is carried out for different types of funds.

4. Grant-making criteria

4.1 The aim of the grant-making criteria is to provide clear information from the Trustees to those individuals and groups who want to apply for grants.

4.2 Clear guidance on criteria for applications from groups is a part of this policy and set out at

Appendix 1. The Board of Trustees will review these criteria from time to time and, if necessary, to amend or update them.

4.3 The trustees wish to make grants to a wide range of organisations and are particularly keen to help grassroots community groups, established local institutions and small voluntary organisations who are either based and operate in the primary area of benefit

or operate in the area of benefit but are based elsewhere (in which case only activity taking place in the area of benefit will be supported).

4.4 The trustees are mindful of the aspirations, regulatory framework and focus of Community Interest Companies and other social enterprises. Our approach is to consider helping such organisations, where there is a sound evidence of community and charitable benefit.

4.5 Trustees expect that grants will be for supporting general charitable purposes (As defined in 'Charitable Purposes' – Charity Commission Sept 2013) in the Shap/Shap Rural Parishes.

4.6 The Trustees will meet Quarterly in the first week of March, June, September and December to make decisions on grant making.

4.7 The Trustees recognise that the needs and nature of rural communities are changing constantly and will seek to identify particular local priorities where a portion of the charities funds may be most appropriately directed (while remaining within general charitable purposes). These priorities will be communicated on a quarterly basis.

4.8 Grant requests which the trustees will not normally support are:

- Contributions to general appeals or circulars;
- Religious activity which is not for wider public benefit;
- Public bodies to carry out their statutory obligations;
- Activities which solely support animal welfare;
- Activities which have already taken place;
- Grant-making by other organisations.

4.7 The upper limit to grant making is £5,000. There is no lower limit.

5. Grant-making processes

The trustees have determined they should be transparent in defining their grant making process. This as follows;

5.1 Process

- Grant making guidelines, application forms and deadlines for applications are available on the website, by e-mail and on paper through our village premises. Funding priorities of the Trustees will be updated following each quarterly meeting.
- Nominated/named Trustees will be available by e-mail/phone to discuss and advise on prospective applications.
- Application deadlines will be two weeks before the Trustee meeting where decisions are made.

- A week prior to the Trustee meeting two nominated Trustees will make an initial assessment of applications removing those that are ineligible (due to failure to provide sufficient information, not within charitable purpose, outside advertised grant giving guidelines etc).
- Remaining applications will be sent by e-mail/post to Trustees at least 5 days prior to the meeting, including a summary sheet of applications, application amounts, total application amount and available funds.

5.2 Decision making

- Where the total financial sum of applications does not exceed the money available to distribute then all applicants will be awarded a grant.
- A simple scoring system will be used to assess grants. 0 – 5 scores (5 being high) will be given in the following areas;
 - Does the application meet current Trustee priorities?
 - Will the grant act as match funding?
 - Would alternative funding for the group be available readily from other sources?
 - What level of beneficiaries does the grant reach?
- Is the activity funded sustainable?
 - Grants will be awarded from the top scoring applications onwards until that quarters allocation of funding is used.
 - In exceptional circumstances the Trustees may bring forward available funding from a future meeting to fund particularly noteworthy applications that meet current and urgent priorities.
 - All failed applications will be given feedback on the reasons for non-award.
 - Re-application will be accepted at the next meeting.

5.3 Award and grant monitoring

- Successful applicants will be given confirmation of grant award by telephone following the meeting and will be expected to sign Grant Award Terms and Conditions prior to issue of grants. Successful applicants will be given clear information on grant monitoring and evaluation requirements.

6. Variations to this policy

6.1 The Board of trustees may vary the terms of this policy from time to time. Version 1.0 approved by the Board 20th December 2014

APPENDIX 1: GRANT-MAKING CRITERIA

Community Grants for Shap

Who are we?

Shap Community Enterprise exists to help build a stronger community through making grants to advance general charitable purposes in the Shap area.

We aim to help support the wide network of voluntary activity, opportunities, clubs and organisations that maintain the vitality and integrity of the place we live in.

What do we fund?

We want to make grants to a wide range of organisations that are based in, or undertake activity in, the Parishes of Shap and Shap Rural. We are particularly keen to help grassroots community groups and small sized voluntary organisations. We do not make grants to large UK-wide charities, but we might make grants to groups who operate primarily outside the area if their application has potential to achieve a substantial impact in the Shap/Shap Rural Parishes.

You do not have to be a registered charity to apply, but the work you ask us to support must advance general charitable purposes. This includes, but is not limited to;

- Relief of poverty and disadvantage
- Advancing education across all ages
- The advancement of religion
- Promoting health and healthy lifestyle
- Promoting community development and volunteering
- Promotion of the arts, culture, heritage or science
- Amateur sports activity
- Environmental protection or improvement or transition movement activity
- Supporting those in need, by reason of youth, age, ill-health, disability, financial hardship or other disadvantage.

From time to time the Trustees will prioritise particular areas to fund based on tangible, current and identified local need. Please check our website for up to date details or contact us directly.

Grants can be used to pay for;

- Equipment and capital items
- Sessional costs of instructors etc
- Ongoing delivery costs such as room rental
- Promotion of your group
- Travel costs for your group or activity.
- Volunteer costs

We will not fund requests to support:

- Contributions to general appeals or circulars;
- Religious activity which is not for wider public benefit;
- Public bodies to carry out their statutory obligations;
- Activities which solely support animal welfare;
- Activities which have already taken place.
- Grant making by other organisations

Who do we fund?

You must have a governing document (constitution, rules, memorandum and articles of association etc.). You must also have a bank account in your group's name with at least two unrelated signatories.

Community Interest Companies and other social enterprises are eligible to apply. Our approach is to consider helping such organisations, where there is a sound evidence of community and charitable benefit.

You can apply to us whatever your income level.

How much do we award?

There is no minimum grant size we will consider but there is a maximum grant size of £5,000. Due to the size of funding available we expect most grants awarded will be below £1,500.

How long does the grant last?

We usually expect the grant to be spent within 9 months of receipt.

Which area do I need to be in to apply?

Activity funded by Shap Community Enterprise must take place in the Civil Parishes of Shap and/or Shap Rural. We will fund both local groups and groups who operate over a larger area for work taking place in Shap.

What other sort of support is available?

In some cases our Trustees may be able to provide information to you or your community group on other grants available or other sources of support you can receive for your group, volunteer and beneficiaries. We may also be able to help in developing your organisations governance, or policy and practice framework. Contact us directly to discuss.

When should I apply?

We award grants four times every year at Trustee meetings. These are held in the first week of March, June, September and December. Applications must be submitted two weeks prior to this. Please check our website for the latest deadlines.

When will I get a decision?

We will inform all applicants on the success of their application within a week of the Trustee meeting.

In certain situations we may decide to award you a grant but with particular conditions attached. These will be described in any offer letter.

You will be advised whether you will be eligible to re-apply in the next round for the same purpose if your current application failed.

Please note if you have previously had a grant from us we will not consider any new application unless you have sent us all the required grant reports.

What do I need to do once I receive a grant?

We expect a senior member of your group (usually your chair) to formally accept the grant and sign terms and conditions. You will also need to supply us with your bank details and confirmation of two signatories.

All grant recipients will be expected to complete a simple end of grant report detailing the impact of your funded activity.

For further information

You can contact us directly at enquiries@shapcharityshop.co.uk or call in at the shop